



## Career Opportunity

**ESHPP Grant Project Coordinator  
(Historian/Archeologist & Preservationist II)  
Payband #4**

**Position #00079**

**Location:**

**2801 Kensington Ave  
Richmond, VA 23221**

**Maximum Hiring Range**

**Salary negotiable to \$45,000**

## Position Description

The Virginia Department of Historic Resources (DHR) seeks a motivated individual to coordinate projects in the Commonwealth eligible to receive funding from the Federal Emergency Supplemental Historic Preservation Funding (ESHPP) for Hurricanes Michael and Florence from the National Park Service. Primary duties will consist of coordinating with DHR staff to launch architectural and archaeological post-disaster recovery and mitigation preservation projects across eligible counties and localities in the Commonwealth; administer sub-award agreements with locality partners selected for funding; review grant-funded survey project deliverables submitted to ensure their compliance with approved methodology, procedures, standards and DHR requirements; maintain an internal tracking system to ensure deliverables are received on a timely basis; provide guidance on ESHPP methodology and guidelines to applicants and subgrantees; and ensure compliance with NPS grant reporting requirements. **This is a full-time restricted position funded for four years by a federal grant and includes state benefits.**

## Qualifications Guide

Applicants must demonstrate a clear understanding of the procedures established by the U.S. Department of the Interior, National Park Service and meet the *Secretary Of the Interior's Professional Qualifications Standards* for Historic Preservation and Archaeology ([https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)). Professional experience in conducting cultural resource surveys, familiarity with the Virginia Cultural Resource Information System (VCRIS), experience with ArcGIS, coordinating a grant-funded preservation project, facilitating public meetings, planning and delivering public outreach and education events, and assisting with mandated quarterly program reports. The successful candidate should have a positive and professional demeanor, be able to balance and organize a heavy workload, communicate processes and goals to shareholders varying in historic preservation experience, and be timely in their work product. Limited teleworking may be possible; approval is at the discretion of the supervisor only after the employee has successfully worked for the agency of a time no less than 6 months. The selected candidate will be required to complete a criminal background check as a condition of employment. Regular travel throughout the Commonwealth and a valid driver license is required. State vehicle provided.

## Application Requirements

To be considered for this position a state application must be received through the on-line employment system by FRIDAY, FEBRUARY 7, 2020 at <http://jobs.virginia.gov/>.

**EOE**

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***